

**Emergency Medical and Transport Services
Air Ambulance Invitation to Negotiate (ITN)
Evaluation Committee**

Minutes of the April 28, 2003 Meeting

Members Present:

Vincent S. Long, Assistant County Administrator
Andrea Bird, Assistant to the Director of Public Services
Nancy Herndon, Captain Tallahassee Fire Department
Karen Biddy, RN-Air Flight, Tallahassee Memorial Healthcare Air Flight
Joe Sharp, Director Health and Human Services

Staff Present:

Mr. Keith Roberts, Director of Purchasing

The meeting came to order at 3:11 P. M., with Mr. Keith Roberts presiding.

Issue I. Air Ambulance ITN Evaluation Committee organization.

Discussion: Committee members introduced themselves at the request of Mr. Keith Roberts, Director of Purchasing, presiding. Mr. Roberts reviewed the purpose of the committee, the procedures of the Invitation to Negotiate process, and the duties and responsibilities of the committee members. Mr. Roberts indicated that it was appropriate to elect a chairperson for the committee.

Action: Mr. Long nominated Joe Sharp to serve as chairman of the committee. Mr. Sharp was elected without dissent.

Issue II. ITN process records. Mr. Roberts transferred to the Chair documents verifying the occurrence of public notice of the meeting of the Committee, an outline of purchasing procedures, and an analysis of ITN respondents by the office of Minority/Women's Business Enterprise (M/WBE).

Issue III. ITN Process. Mr. Roberts provided committee members with copies of ITN responses and noted that the respondents were compliant with ITN request. Mr. Roberts indicated that the Dun and Bradstreet Open Ratings reports were delayed, but would be distributed to committee members upon receipt. A discussion of ITN processes ensued with Mr. Roberts responding to a number of questions from Committee Members.

Issue IV. Establishment of Date and Time for next Committee meeting. After discussion, the Committee decided to meet on May 12, 2003 at 2:00PM. Mr. Roberts will provide public notice of the meeting and invite ITN respondents for oral presentations.

There being no further business of the Committee, upon motion of Mr. Long, duly seconded, the meeting adjourned.